



Office of Accreditation and Teacher Quality
700 Governors Drive
Pierre, South Dakota 57501

Initial Teacher Certification Application Instructions & Requirements

For initial teacher certification, please complete this application, including the Applicant Conduct Review Statement, as per instructions. Mail the following to the college/university at which you completed your teacher education program:

- Your completed application;
- The non-refundable certification fee in the form of money order, or cashier's or personal check payable to the Department of Education; and
- If required, money to cover the fee for obtaining your official transcript from the college/university.

The receiving institution must:

- Complete all pages of the institutional statement;
- Sign the front page of the institutional statement;
- Attach an official transcript of applicant's credits; and
- Forward all of the above materials to the Department of Education, Office of Accreditation & Teacher Quality.

If your bachelor's degree is more than five years old or your advanced degree is more than ten years old, you must submit official transcripts verifying your completion of six semester hours of college credit earned from an accredited four-year college/university within the five-year period immediately preceding your application for certification. All preparations and endorsements will need to be validated with an approved Praxis II test. Additional information on the required tests can be found at: <http://doe.sd.gov/oatq/praxis/docs/testreq.pdf>

If you do not have recent credit or have not taken the appropriate tests, you may be eligible for a one-year certificate.

Ten-year certificate – The department may issue one ten-year certificate to an applicant who has completed an advanced degree, including master's, specialist, doctorate, or National Board Certification - within the previous five-year period.

ARSD 24:15:03:12: <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=24:15:03:12>

APPLICATION FOR AN INITIAL SOUTH DAKOTA TEACHER CERTIFICATE

Office of Accreditation and Teacher Quality, 700 Governors Drive, Pierre, SD 57501 Phone 605-773-3553

_____ I am applying for a 1-year certificate (\$15.00)
_____ I am applying for a 5-year certificate (\$30.00)
_____ I am applying for a 10-year certificate (\$50.00)

Social Security Number

Date of Birth

Last Name First Initial

Phone (Day)

Street Address

Phone (Evening)

City State Zip+4

Email (personal)

Email (work)

Yes__No__ Have you ever previously held a South Dakota Teacher Certificate? If yes, under what name? _____

Yes__No__ Have you ever been certified to teach in another state? If yes, attach copies of your certificate(s).

Colleges/Universities Attended

| Year(s) | College/University | City/State | Degree/Major | X* |
|---------|--------------------|------------|--------------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

*Request official transcripts from all colleges attended and indicate with an "X" which of the transcripts will be sent to the Department of Education separate from this application.

Citizenship and Oath of Allegiance SDCL 13-42-6

Yes__No__ Are you a citizen of the United States: If no, of which country are you a citizen? _____

Note: Legal aliens are not required to sign the oath of allegiance but must submit proof of legal alien status, such as a copy of his/her green card.

I do solemnly swear (or affirm) that I am a citizen of the United States and that I will support the Constitution of the United States and of the State of South Dakota and the information contained in this application is true and correct to the extent of my knowledge.

Signature of Applicant _____

State of _____)

)ss

Subscribed to and sworn before me this
_____ day of _____, 20____

County of _____)

Signature of Notary Public Official

Commission Expiration Date

COLLEGE AND UNIVERSITY AUTHORIZED REPRESENTATIVES

Institutional Statement

I hereby certify that _____(applicant) satisfactorily completed the following education program(s). See section A for a list of programs.

| | |
|-------|----------------------------|
| _____ | Date of program completion |
| _____ | Date of program completion |
| _____ | Date of program completion |

| | | |
|----------------------------------|-------|------|
| Signature of Authorized Official | Title | Date |
|----------------------------------|-------|------|

| | | |
|-----------------------|---------|----------|
| College or University | Address | Zip Code |
|-----------------------|---------|----------|

Check the appropriate program completed below. Attach an official transcript and mail the application with all attachments to Office of Accreditation and Teacher Quality, 700 Governors Drive, Pierre, SD 57501.

Note: After July 1, 2005, certain preparations and endorsements need to be validated with a Praxis II test. The colors indicate the following:

Blue – Indicates that both coursework *and* the designated test must be completed to add a major and/or endorsement in the content area(s) to a certificate.

• Green – Indicates tests that may be taken without verification of coursework to add an endorsement(s) to a certificate. (Note: These tests cannot be taken to obtain majors. Other states may not accept endorsement level of preparation for certification.

• Red – Indicates there is no test for this area and that coursework must be completed to add a major and/or endorsement to a certificate.

• Violet – Indicates that the endorsement may be added with either coursework OR the appropriate test.

Additional information on the required tests can be found at: <http://doe.sd.gov/oatq/praxis/docs/testreq.pdf>

A. Professional Preparation

For the following section, place an “X” in the blank if the applicant has completed an approved program or has met the minimum requirements necessary for qualification. To check program descriptions or minimum requirements, visit

<http://legis.state.sd.us/rules/rules/2415.htm> and <http://legis.state.sd.us/rules/rules/2416.htm>.

Administrators

An individual who has completed an approved graduate program for principals or school superintendents at an accredited institution and has been issued a South Dakota Certificate.

- ___ 300 PK-12 Principal
- ___ 301 P-8 Elementary Principal
- ___ 302 7-12 Secondary Principal
- ___ 304 P-12 Career School Superintendent

Other Administrative Authorizations

- ___ 350 PK-12 Principal Endorsement
- ___ 351 PK-8 Elementary Principal Endorsement
- ___ 352 7-12 Secondary Principal Endorsement
- ___ 354 Superintendent Endorsement

Instructors

An individual who has not completed an approved education program for teachers but who is on a professional development plan (PDP).

- ___ 230 Post-Secondary Instructor
- ___ 501 K-8 Elementary
- ___ 502 7-12 Secondary
- ___ 503 K-12 Instructor
- ___ 504 Instructor – (1/4 time)
- ___ 509 7-12 Vocational-Technical Instructor Specialized program or course (1/2 time)

School Service Specialists

An individual who serves as a school counselor, a school social worker, school psychologist, school psychological examiner, school speech/language pathologist, school library media specialist, special education director, curriculum director or business official endorsement and has been issued a South Dakota certificate.

- ___ 400 School Social Worker
- ___ 401 School Counselor
- ___ 402 B-21 School Speech/Language Pathologist
- ___ 404 B-21 School Psychologist
- ___ 406 Birth-21 Special Education Director
- ___ 407 Curriculum Director
- ___ 412 School Library/Media Specialist

Other School Service Specialists Authorizations

- ___ 405 B-21 School Psychological Examiner Endorsement
- ___ 452 School Library/Media Endorsement
- ___ 455 Business Official Endorsement

Teachers

An individual who has completed an approved education program for teachers at an accredited four-year institution or a professional development plan for alternative certification and has been issued a South Dakota certificate.

- ___ 201 Birth- Preschool Education
- ___ 202 K-8 Elementary Education
- ___ 203 K-8 Elementary Education w/5-8 Middle Level
- ___ 204 7-12 Secondary Education
- ___ 205 7-12 Secondary Education w/5-8 Middle Level
- ___ 206 K-12 Special Education
- ___ 209 K-12 Deaf/Hearing Impaired Education
- ___ 211 K-12 Reading Specialist
- ___ 213 K-12 Blind/Visually Impaired Education
- ___ 215 5-8 Middle Level Education
- ___ 218 K-8 Elementary Education/Special Education
- ___ 219 Birth – Age 8 Early Childhood
- ___ 221 Birth- Age 8 Early Childhood/ Birth-Age 8 Special Education
- ___ 223 K-12 Education

___ **224** K-12 Education w/ 5-8 Middle Level

Other Teacher Authorizations

___ **251** Birth PK Education Endorsement

___ **258** K-12 Gifted Endorsement

___ **259** K-12 Deaf Endorsement

___ **263** K-12 Blind/Visually Impaired Endorsement

___ **264** Kindergarten Endorsement

___ **265** Middle School Endorsement

___ **267** Birth PK Special Education Endorsement

B. Degree Program Endorsement (24:15:02:05 & 06)

Place an “X” in the blank before the appropriate 3-digit codes to identify the endorsement level of a degree with a major or equivalent.

C. Endorsement Program Endorsements (24:15:02:05 & 06)

Place an “X” in the blank before the appropriate 4-digit codes to identify the endorsement level of an approved minor or less. The Department of Education will evaluate out-of-state transcripts and identify endorsement eligibility.

Art Education

___ **620** K-12 Art Education (24:16:08:31)

___ **6200** K-12 Art Education Endorsement
(24:15:06:14)

Coaching Endorsements–Varsity Head Coach (24:16:08:58)

___ **7011** Basketball

___ **7012** Football

___ **7013** Golf

___ **7014** Gymnastics

___ **7015** Swimming

___ **7016** Tennis

___ **7017** Track/Cross Country

___ **7018** Volleyball

___ **7019** Wrestling

___ **7020** Soccer

Other Coaching Endorsements–All Sports

___ **7021** 7-12 Assistant Varsity Coach

___ **7022** Middle School/Junior High Coach

___ **7023** K-8 Elementary Coach

Educational Technology

___ **671** K-12 Educational Technology Education
(24:16:08:35)

___ **6710** K-12 Educational Technology
Endorsement (24:15:06:16)

Health/Physical Education

___ **630** K-12 Health/Physical Education (for SD graduates
admitted to an approved HPE program prior to 9/1/00)

___ **631** K-12 Comprehensive School Health Education
(24:16:08:33)

___ **6310** K-12 Comprehensive School Health
Education Endorsement (24:15:06:15)

___ **632** K-12 Physical Education (24:16:08:40)

___ **6320** K-12 Physical Education Endorsement
(24:15:06:19)

___ **6330** K-12 Adapted Physical Education
Endorsement (24:15:06:20)

Language Arts Education

___ **570** 7-12 Language Arts – Composite (24:16:08:12(1))

___ **5710** 7-12 Language Arts: English Education
Endorsement (Composition/Grammar)
(24:15:06:06 (1))

___ **5720** 7-12 Language Arts: English Education
Endorsement (Literature) (24:15:06:06 (3))

___ **5760** Language Arts:
Speech/Debate/Drama/Theater Endorsement
(24:15:06:06 (6))

___ **5770** Language Arts:
Composition/Grammar/Mass Communications
Endorsement (24:15:06:06 (7))

___ **5780** Language Arts: Literature and
Composition/Grammar Endorsement
(24:15:06:06 (8))

___ **571** 7-12 English/Language Arts (for SD graduates
admitted to approved English/Language Arts program
prior to 9/1/00)

___ **573** 7-12 Language Arts: Speech/Debate
(24:16:08:12(5))

___ **5730** 7-12 Language Arts: Speech/Debate
Endorsement (24:15:06:06 (5))

___ **574** 7-12 Language Arts: Drama/Theater
(24:16:08:12(2))

___ **5740** 7-12 Language Arts: Drama/Theater
Endorsement (24:15:06:06 (2))

___ **575** 7-12 Language Arts: Mass Communications
(24:16:08:12(4))

___ **5750** 7-12 Language Arts: Mass
Communications Endorsement (24:15:06:06
(4))

___ **576** 7-12 Language Arts: English
Education(Composition/Literature/Speech)
(24:16:08:12(3))

Mathematics Education

___ **580** 7-12 Mathematics Education (24:16:08:14)

___ **5800** 7-12 Mathematics Education Endorsement
(24:15:06:07)

Middle Level Education Endorsements

- ___ **2001** 5-8 Middle Level Education
Endorsement– Language Arts (24:15:06:04(1))
- ___ **2002** 5-8 Middle Level Education Endorsement
– Social Science (24:15:06:04 (4))
- ___ **2003** 5-8 Middle Level Education Endorsement
– Natural Science (24:15:06:04 (3))
- ___ **2004** 5-8 Middle Level Education
Endorsement– Mathematics (24:15:06:04 (2))

Music Education

- ___ **650** K-12 Music Education – Composite (24:16:08:38
(1-9))
- ___ **651** K-12 Music Education – Vocal Music
(24:16:08:38(1-6 and subdivision 9))
 - ___ **6510** K-12 Music Education – Vocal Music
Endorsement (24:15:06:18)
- ___ **652** K-12 Music Education – Instrumental Music
(24:16:08:38(1-4 and 7-9))
 - ___ **6520** K-12 Music Education – Instrumental
Music Endorsement (24:15:06:18)

Science Education

- ___ **591** 7-12 Science Education – Biology (24:16:08:16(1))
 - ___ **5910** 7-12 Science Education – Biology
Endorsement (24:15:06:08 (1))
- ___ **592** 7-12 Science Education – Chemistry
(24:16:08:16(2))
 - ___ **5920** 7-12 Science Education – Chemistry
Endorsement (24:15:06:08 (2))
- ___ **593** 7-12 Science Education – Physics (24:16:08:16(3))
 - ___ **5930** 7-12 Science Education –Physics
Endorsement (24:15:06:08 (3))
- ___ **594** 7-12 Science Education – Physical Science
(24:16:08:16(5))
 - ___ **5940** 7-12 Science Education – Physical
Science Endorsement 24:15:06:08 (5))
- ___ **595** 7-12 Science Education – Earth Science
24:16:08:16(4))
 - ___ **5950** 7-12 Science Education – Earth Science
Endorsement (24:15:06:08 (4))

Social Science Education

- ___ **600** 7-12 Social Science Education – Composite
(24:16:08:18(1))
- ___ **601** 7-12 Social Science Education – History
(24:16:08:18(4))
 - ___ **6010** 7-12 Social Science Education - History
Endorsement (24:15:06:09 (2))
- ___ **602** 7-12 Social Science Education – Political Science
(24:16:08:18(5))
 - ___ **6020** 7-12 Social Science Education - Political
Science Endorsement (24:15:06:09 (4))
- ___ **603** 7-12 Social Science Education – Geography
(24:16:08:18(3))
 - ___ **6030** 7-12 Social Science Education -
Geography Endorsement (24:15:06:09 (3))

- ___ **604** 7-12 Social Science Education – Economics
(24:16:08:18(2))
 - ___ **6040** 7-12 Social Science Education -
Economics Endorsement (24:15:06:09 (1))
- ___ **605** 7-12 Social Science Education – Sociology
(24:16:08:18(7))
 - ___ **6050** 7-12 Social Science Education -
Sociology Endorsement (24:15:06:09 (6))
- ___ **606** 7-12 Social Science Education - Psychology
(24:16:08:18(6))
 - ___ **6060** 7-12 Social Science Education -
Psychology Endorsement (24:15:06:09 (5))
- ___ **608** K-12 South Dakota Indian studies (24:16:08:43)
 - ___ **6080** K-12 South Dakota Indian studies
Endorsement (24:15:06:21)

Stand Alone Instructor Endorsements

- ___ **6810** 7-12 Driver Education Endorsement–
Instructor (24:15:01:01(10), 24:15:03:08,
24:16:08:56)
- ___ **8002** Junior ROTC Education Endorsement
(24:16:08:57)
- ___ **9011** K-12 American Sign Language Education
Endorsement (24:16:08:53)
- ___ **9013** K-12 Braille Education Endorsement
(24:16:08:54)

Vocational-Technical Education

- ___ **510** 7-12 Agriculture Education (24:16:08:22)
- ___ **520** 7-12 Business Education (24:16:08:23)
 - ___ **5200** 7-12 Business Education Endorsement
(24:15:06:11)
- ___ **530** 7-12 Marketing Education (24:16:08:26)
 - ___ **5300** 7-12 Marketing Education Endorsement
(24:15:06:12)
- ___ **550** 7-12 Family and Consumer Sciences Education
(24:16:08:25)
- ___ **561** 7-12 Technology Education (24:16:08:28)
 - ___ **5610** 7-12 Technology Education Endorsement
(24:15:06:13)
- ___ **610** 7-12 Trade and Industry or Health and Human
Services (24:16:08:20)
 - ___ **6100** 7-12 Voc./Tech. Trade and Industry
Endorsement (24:16:08:21)
 - ___ **6153** 7-12 Voc./Tech. Health and Human
Services Endorsement (24:15:06:10)

Vocational-Technical Education

Endorsements (24:16:08:21)

- ___ **6721** Computer Networking
- ___ **6722** Computer Repair and Maintenance
- ___ **6723** Cabling
- ___ **6724** Occupational Foods
- ___ **6725** Trades & Industry Education
- ___ **6726** Health Science
- ___ **6727** Vocational-related Bachelor's Degree

World Languages Education

- ___ **541** K-12 Latin (24:16:08:48)
 - ___ 5410 K-12 Latin Endorsement (24:15:06:24)
- ___ **542** K-12 French (24:16:08:48)
 - ___ 5420 K-12 French Endorsement (24:15:06:24)

- ___ **543** K-12 German (24:16:08:48)
 - ___ 5430 K-12 German Endorsement (24:15:06:24)
- ___ **544** K-12 Spanish (24:16:08:48)
 - ___ 5440 K-12 Spanish Endorsement (24:15:06:24)
- ___ **547** K-12 Lakota Languages (24:16:08:48)
 - ___ 5470 K-12 Lakota Languages Endorsement (24:15:06:29)
 - ___ **9002** K-12 Instructor Lakota Languages Endorsement (24:15:01:01(10))
- ___ **579** K-12 Other Languages (24:16:08:48)
 - ___ **5790** K-12 Other Languages Endorsement (24:16:08:49)
 - ___ **5791** K-12 English as a New Language Endorsement (24:15:06:25)

APPLICANT CONDUCT REVIEW STATEMENT
SDCL 13-42-9, 13-42-10, 25-7A-56

GENERAL INFORMATION AND INSTRUCTIONS

Applicants **must** respond to all questions before an application for certification can be processed.

| IDENTIFICATION INFORMATION | |
|---|----------------------------------|
| Applicant Full Name (Last, First, Middle) | Previous Full Name or (nickname) |
| Social Security Number | Date of Birth (Mo., Date, Year) |

Failure to answer any of these questions in a truthful and complete manner or failure to provide truthful information or documentation requested could lead to denial of a certificate to teach or hold an administrative certificate in South Dakota, or could lead to disciplinary action being taken against any teaching or school administrative certification that you possess.

Respond to **EVERY** item. If an arrow (➡) follows your response, follow the instruction given. Please attach any/all requested materials to your application, numbering the attachments with the number of the applicable item. If you do not respond to an item, or if the required attachments do not accompany your application, your application **may be significantly delayed**.

1. Have you ever been charged, indicted, summoned or tried in any criminal matter?

☐ YES ☐ NO

- ➡ If **YES** – Please explain briefly, and submit in hardcopy all certified documents relating to the criminal matter/offense. Please attach all certified documents to your application and mail to: Teacher Certification, Department of Education, 700 Governors Drive, Pierre, South Dakota 57501. For questions regarding the Conduct Review Statement, you may call Lisa Lomheim at 605-773-4705.
-
-
-

2. Have you ever been convicted, been charged with, or pleaded guilty to any crime?

The term **conviction** includes a finding of guilt by a judge or jury, or admission of guilt or plea of guilty, or a plea without an admission of guilt. You must include those crimes where the sentence was stayed, suspended, executed or you received a suspended imposition of sentence.

The term **crime** includes misdemeanor and felony offenses. It does not include petty offenses such as minor traffic offenses, including but not limited to: Speeding tickets, stop sign violations, or careless driving offenses. If you are not sure whether the crime would be a minor offense, please include the offense.

All persons hired by a school district (either directly or by contract/agreement) shall submit to a criminal background check investigation by means of fingerprint checks by the Division of Criminal Investigation and Federal Bureau of Investigation. SDCL 13-10-12. Criminal convictions may be considered in hiring decisions. SDCL 13-10-13 Suspension or resignation of Employee for criminal conviction shall be reported to the Department of Education. SDCL 13-10-15.

☐ YES ☐ NO

- ➡ If **YES** – Please explain briefly. Please attach certified court documents indicating the crime for which you were convicted, the dates of your conviction or plea of guilty, and the dates you were sentenced, and the sentence imposed. If you

have been discharged from probation, include information regarding your discharge from probation. If you are currently on probation, provide the name and telephone number of your probation officer. Please attach all court documents to your application form and mail to: Teacher Certification, Department of Education, 700 Governors Drive, Pierre, South Dakota, 57501 For questions regarding the Conduct Review Statement, you may contact Lisa Lomheim at 605 -773 -4705.

- 3. Has it ever been determined by a judge or jury in South Dakota or elsewhere that a child or minor adult was abused or neglected through your actions or omission?**

☐ YES ☐ NO

➡ If **YES** – Please explain briefly and provide court documents.

- 4. Have you ever been in arrears or failed to pay child support in this state or elsewhere?**

Certificates will not be issued to anyone in child support arrears according to SDCL 25-7A-56.

☐ YES ☐ NO

➡ If **YES** – Please explain briefly and provide court documents.

- 5. Have you ever had any credential, certificate or license authorizing school teaching or educational service suspended, revoked, voided, denied, cancelled, rescinded, or rejected for cause and /or otherwise taken away in South Dakota or in any other state, commonwealth, territory, or possession of the United States of America or elsewhere?**

☐ YES ☐ NO

➡ If **YES** – Please attach documents explaining the action, location(s), dates(s) and agency involved.

- 6. Is there any type of adverse action pending against any credential, license or certificate that you now hold or have ever held that authorizes school teaching or educational service?**

☐ YES ☐ NO

➡ If **YES** – Please attach material explaining the action or charges, location(s), dates(s) and agency involved

- 7. Have you ever left employment, been discharged, terminated or resigned to avoid dismissal or disciplinary action?**

☐ YES ☐ NO

➡ If YES – Please explain briefly.

8. Have you ever held a license, certificate or credential, other than as a teacher or administrator, which has been revoked, cancelled, rescinded, suspended or taken away in South Dakota or elsewhere? (i.e., certified public accountant, insurance agent, real estate broker, etc.)?

☐ YES ☐ NO

➡ If YES, state the license, certificate or credential held and present the status of each.

9. Is there any information not disclosed by your answers concerning your background, history, experience, education, or activities which may have some bearing on your character, moral fitness, or eligibility to teach or hold an administrative position in South Dakota and which should be placed at the disposal or brought to the attention of the South Dakota Department of Education?

☐ YES ☐ NO

➡ If YES, state the facts fully, but concisely.

* The Secretary of the Department of Education may deny, revoke or suspend a certificate for any cause which would have prevented its issue, plain violation of contract, gross immorality, incompetency, violation of the Code of Ethics effective July 1, 2001, flagrant neglect of duty or conviction of a crime involving moral turpitude. SDCL 13-42-7, 13-42-9 and 13-42-10. The Secretary may suspend any certificate for a period not to exceed one year for breaking or jumping a contract, if such suspension is requested by the school board. However, the secretary may not suspend a certificate for breaking or jumping a contract if the school board collected liquidated damages pursuant to the terms of the contract. SDCL 13-42-9.

AUTHORIZATION

I hereby authorize the Department of Education to review and inspect any and all records maintained by the State of South Dakota, Tribal entities and/or the Federal Government for the purpose of verifying the answers submitted above.

I further agree to provide any additional documentation or records requested by the South Dakota Department of Education that pertains to information submitted as a part of this application.

I declare and affirm under penalties of perjury pursuant to SDCL 22-29-9.1 that this application has been examined by me, and to the best of my knowledge and belief, is in all things true, accurate, complete and correct. I understand that any intentional falsification, misrepresentation or omission of facts or falsification of statements on accompanying documents may result in criminal charges and/or the denial of certification, and could affect the status of my teaching or school administrative certificate.

Signature of Applicant

Date